



**disclosed to me in writing, (complete the question below)** (Connecticut, Maryland, Oregon and Washington only); (ix) I am seeking employment as a covered law enforcement officer, emergency medical personnel, firefighter police officer, peace officer or other law enforcement position (California, Oregon and Vermont only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union and in Vermont the law enforcement officer position must be as defined in 20 V.S.A. § 2358, the emergency medical personnel must be as defined in 24 V.S.A. § 2651(6), and the firefighter position must be as defined in 20 V.S.A. § 3151(3)); (x) the COMPANY reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only); (xi) I am seeking a position with the state Department of Justice (California only); (xii) I am seeking a position as an exempt managerial employee (California only); and/or (xiii) I am seeking employment in a position (other than regular solicitation of credit card applications at a retail establishment) that involves regular access to all of the following personal information of any one person: bank or credit card account information, social security number, and date of birth,, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

**Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California and Vermont the COMPANY'S basis for the credit check.**

**NY Applicants Only:** I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

**California Applicants and Residents:** If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://sterlinginfosystems.com/privacy> to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

Signature:

Today's Date:



Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identify theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

## MOTOR VEHICLE RECORD HISTORY INFORMATION

The City of Grapevine is self-insured. It is a business necessity for the City to hire only employees who are safe drivers and who maintain a good driving record. The questions listed below are intended to ensure all applicants/employees meet at least the minimum driving record requirements. The position you are applying for may require driving a vehicle as a function of the job. If so, the City will conduct a driver's license record check to verify your eligibility to drive for the City of Grapevine. Please provide the information indicated below to facilitate this driver's license check. **If the position for which you are applying does not require you to drive a vehicle, the completion of the rest of this form is voluntary.** You may write on the back of this page if you need additional space.

1. List all motor vehicle accidents in which you were involved during the 3 years preceding the date this application is submitted. Specify the date and nature of each accident and any fatalities or personal injuries it caused.  

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2. List all violations of motor vehicle laws or ordinances (other than violations involving only parking) of which you were convicted or forfeited bond or collateral during the 3 years preceding the date this application is submitted.  

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3. State in detail the facts and circumstances of any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued to you, or state that no such denial, revocation, or suspension has occurred.  

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4. Does the position for which you are applying require a Commercial Driver's License?  
☐ No ☐ Yes If yes, you must list on the employment application the names and addresses of all previous employers for the past ten (10) years, the dates you were employed by them, and the reasons for leaving each of these employers. (49 CFR 383.35).

5. If you currently hold a Commercial Driver's License, you must complete the following information pursuant to Part 391.21 of the Federal Motor Carrier Safety Regulations. Turn this page over, if you need more room.

Driver Licenses	State Issued	License No.	Type of License	Expiration Date

Driving Experience Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates You Have Operated From To		Approx. Total Miles of Your Operation
Straight Truck				
Tractor and Semi-Trailer				
Tractor-Two Trailers				
Other				

This form will be detached from your application before your application is reviewed. The information on this form will only be used to verify driving eligibility.

Electronic signatures will not be accepted.

Signature of Applicant/Appointee

Date

**DRUG SCREEN, PHYSICAL EXAMINATION AND MEDICAL HISTORY  
CONSENT FORM  
CITY OF GRAPEVINE, TEXAS**

Applicant Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

If I receive an offer of appointment/employment or job change (i.e. promotion, demotion or transfer), I understand it is conditional upon the results of my physical examination, Essential Job Function Screen and/or drug screen. For these purposes, I acknowledge these procedures as a requirement and release, indemnify, and hold harmless the City, its elected officials, employees, agents, attorneys, contractors and subcontractors from liability, claims, or damages for any actions taken or resulting from the outcome of this test.

Medical Consent: I \_\_\_\_\_, consent to a medical examination and the collection of breath, urine, and/or blood samples by the city's testing facility, or designee, to determine the presence of drugs, if any, in my system.

Authorization to Release Information: I authorize the testing facility to release any and all medical information and test results obtained during or as a result of the examination(s) to the City of Grapevine.

I understand that my alteration of this consent form; refusal to consent to or cooperate fully with a medical examination and/or the collection of breath, urine and/or blood samples; or my refusal to authorize the release of information to the City of Grapevine may be grounds for revocation of the conditional offer of employment or job change.

Additionally, I release, indemnify and hold harmless the City, its elected officials, employees, agents, attorneys, contractors and subcontractors from liability, claims or damages for any actions taken or resulting from the outcome of this testing.

I have read and I fully and completely understand the statements made in this consent form. This form is valid in original, faxed, or photocopied format.

Electronic signatures will not be accepted.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parental Signature (if applicant is under 18)

\_\_\_\_\_  
Date

**THE FOLLOWING TERMS ARE ACCEPTED BY THE APPLICANT UPON SUBMITTING THE ONLINE APPLICATION:**

**DRUG FREE WORKPLACE:**

The City of Grapevine is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances in the work place.

**FALSIFICATION OF INFORMATION:**

By clicking on the "Accept" button, I acknowledge that I have reviewed each page to make sure all parts are correct and complete. I understand that my eligibility will be based on the information contained on this application and that this document is not an offer of employment. I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the City, my employment will be at will, for an indefinite period of time and may be terminated at any time, with or without cause or notice, at the option of the City or myself. I understand that I have the right to end my employment at any time and that the City retains that same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the City Manager of the City of Grapevine. Further, I understand that I am required to abide by all rules and regulations of the employer.

**VERIFICATION OF INFORMATION:** In connection with my application for employment and as a condition of continuing employment, I hereby authorize the City of Grapevine or any agent of the City of Grapevine to contact any school, company, credit bureau, corporation, law enforcement agency or other person or organization necessary to supply any information concerning my background. I understand that investigative background inquiries may include consumer credit, criminal record, motor vehicle and other reports. These reports may include information in regard to my work experience and education along with reasons for termination of employment from my previous employers. Further, I understand that you may be requiring information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, criminal, credit, civil and other experiences as well as claims involving me in the files of insurance companies. As a condition of employment by the City of Grapevine or as a condition of my continued employment, I hereby authorize and give my permission to the City and its authorized agents, and to any school, company, credit bureau, corporation, law enforcement agency or other person to obtain and/or release any and all background information regarding my credit, criminal record, driving record or other sources of historical information pertaining to employment, insurance or credit history. Further, I release from any liability whatsoever the City of Grapevine officers, employees or agents and any school, company, credit bureau, corporation, law enforcement agency or other person or organization contacted by the City or its agents in the gathering and releasing of such information to the persons or entities named above. I agree to immediately notify the City of Grapevine if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired. This authorization and consent shall be valid in original, fax, or copied form. This certifies that this application and associated documents were completed by me and that all entries on them and information in them are true and complete to the best of my knowledge. I fully understand the terms of this release.

I hereby certify that all statements made on this application or associated documents completed during the application process are true and correct. I understand that any false statement made by me on this application or any associated documents, or later-discovered omissions of fact whether intentional or unintentional could cause me to be ineligible for employment or terminated from employment.

This application was submitted by (Print your Name)\_\_\_\_\_

**Before submitting your application please review question # 9 and # 10 under the Agency Wide Questions for accuracy and truthfulness.**

**Electronic signature will not be accepted**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_